

SFA - BASE

FISCAL YEAR 200
SCHOOL FOOD AUTHORITY/FOOD SERVICE MANAGEMENT COMPANY
BASE YEAR CONTRACT CHECKLIST

School Food Authority _____ FSMC _____

Agreement # _____

A. CONTRACT

☐ **ORIGINAL FOOD SERVICE MANAGEMENT COMPANY CONTRACT THAT INCLUDES:**

- ☐ required contract language
- ☐ effective date of contract
- ☐ **ORIGINAL** signatures for each signing party
- ☐ dates of execution for each signing party
- ☐ management/administrative fee(s)
- ☐ school food authority's subsidy, return or no cost guarantee (if applicable)

ATTACHMENTS

- ☐ completed Debarment/Suspension Certificate (Form #130)
- ☐ completed Certificate of Independent Price Determination (**signed** by the school food authority **and** food service management company) (Form #131)
- ☐ completed Disclosure of Lobbying Activities (Form #132)
- ☐ completed Certification Regarding Lobbying (Form #133)
- ☐ if applicable, exhibits referenced in the contract

B. REQUIRED LANGUAGE CHECKLIST

- ☐ Completed Food Service Management Company Contract Required Language Checklist Appendix B (Form #17).

C. REQUEST FOR BID/PROPOSAL DOCUMENTS

- ☐ Actual copy of legal advertisement from newspaper requesting proposals or bids

OR:

- ☐ Copies of letters soliciting quotations sent to food service management companies (minimum of **three** letters required)

AND

- ☐ Responses received: Minimum of three responses required, including those who declined to submit proposals. Responses **MUST BE** on FSMC corporate letterhead with original signatures.

D. PUBLIC SCHOOL FOOD AUTHORITIES: Board Minutes

- ☐ Board Minutes – A true copy of dated official board minutes awarding the food service management company contract must include:
 - ☐ ALL MANAGEMENT/ADMINISTRATIVE FEE(S) **EXACTLY** AS STATED IN THE CONTRACT
 - ☐ The school food authority's guaranteed subsidy, guaranteed return or no cost guarantee **EXACTLY** as stated in the contract (if applicable).
 - ☐ **Certifying** statement
 - ☐ **Original** signature of board secretary

Submitted by: _____

Title: _____

Phone: _____

Fax # _____